

SECTION XII. PROTECTION OF LOCK COMBINATIONS FOR VAULTS AND
CONTAINERS UNDER THE DIRECT CONTROL OF THE
COMSEC CUSTODIAN/ALTERNATE **COMSEC** CUSTODIAN

92. General. The provisions of this Section apply to combination locks for containers and vaults under the direct control of the **COMSEC** Custodian and Alternate **COMSEC** Custodian. It is not intended to apply to combination locks for containers storing classified **COMSEC** material issued to a user. Once **COMSEC** material is issued on hand receipt to a user, the user becomes responsible for the material and the container storing such material **is** considered to be under the **user's** direct control.

a. Selection of Combinations. Each lock must have a combination composed of randomly selected numbers. This combination will not deliberately duplicate a combination selected for another lock within the facility and not be composed of successive numbers in a systematic sequence, nor predictable sequence (e.g., birthdates, social security numbers, and phone numbers).

b. Changing Combinations. Lock combinations as outlined above will only be changed by the **COMSEC** Custodian or Alternate **COMSEC** Custodian. Combinations must be changed:

(1) When the lock is initially placed in use. (The manufacturer's preset combination must not be used.)

(2) When any person having authorized knowledge of the combination no longer requires such knowledge (e.g., through transfer or loss of clearance) .

(3) When the possibility exists that the combination has been subjected to compromise.

(4) At least annually, except for those containers storing keying material marked **CRYPTO**, the combination to which shall be changed once each six months.

(NOTE: It is specifically prohibited for individuals to record and carry, or store insecurely for personal convenience, the combination to areas or containers in which **COMSEC** material is stored. Also, records of such combinations may not be stored in electronic form in a computer).

c. Classification of Combinations. Lock combinations must be classified the same as the highest classification of the information protected by the locks. For a security container, this is the highest classification of the information held in the container; for a vault door, it is the highest classification of the information held in the vault, including that information stored in containers.

d. Record of Combinations. Each combination must be recorded on a separate record card and each card then placed in a separate envelope, properly marked as described below and sealed. The face of the envelope must be stamped with the highest classification of the information protected

by the combination and annotated with the identification number of the container to which it applies. The date of the combination change will also be recorded on the envelope. Each lock combination used to protect TOP SECRET keying material must be recorded separately and protectively packaged to prevent undetected, unauthorized access to the combination (refer to Paragraph 93, below). Each records-of-combination envelope will be identified by the nomenclature COMBO-1 and will be controlled in the CMCS by quantity **(ALC-2)**. For instance, if there is only one container under the direct control of the COMSEC Custodian, then a quantity of one COMBO-1 will be entered into the **COMSEC** account; however, if there are six different containers under the COMSEC Custodians direct control, and, therefore, six different record-of-combination envelopes, then a quantity of six **COMBO-1s** will be entered into the **COMSEC** account. Once the **COMSEC** Custodian has recorded the appropriate number of **COMBO-1s**, he/she will submit a possession report to the COR, identifying the quantity of COMBO-IS entered into the COMSEC Account. When a combination is changed, the record card must be updated and the date of the change annotated on the record-of-combination envelope, but the nomenclature identification will remain unchanged. The record-of-combination envelopes must be secured in a container approved for storage at the level of the information protected by the locks and such container must be under the direct control of the COMSEC Custodian and Alternate Custodian. The combination to this central container will be committed to memory by the **COMSEC** Custodian and Alternate Custodian.

93. Protective Packaging of Lock Combinations. To provide for ready access to secured material in emergencies, the lock combination of the central container will be recorded on a separate record card, placed in a separate envelope, properly identified and appropriately classified, sealed and protectively packaged. This record-of-combination card will be hand-receipted to the FSO, who will store it in a container approved for the classification **level** identified on the envelope. The container must be under the direct control of the FSO. Guidance for one method of protective packaging is provided, as follows:

a. Protective Packaging Techniques. Lock combination record cards may be protectively packaged by covering the record card front and back with aluminum foil, placing it in the record-of-combination envelope (**refer** to paragraph 92), sealing the envelope, then heat sealing the envelope between two sheets of plastic laminating material.

(1) Materials Required. Protective packaging as set forth above requires the following material:

(a) A standard opaque envelope with a gummed flap and of a suitable size to accommodate the record card.

(b) Aluminum foil (the standard household type is adequate).

(c) Transparent plastic laminating material. This material **should** be specifically imprinted with a distinctive design, lettering, or logo type to deter attempted penetration. (If stock laminating material **is** used, it may be possible for an unauthorized person to penetrate the plastic laminate, gain access to the combination, then delaminate the envelope,

possibly without detection.) The special, imprinted plastic material **should** be carefully controlled during production, distribution, storage, and use to prevent pilfering or duplication by persons seeking to penetrate the protective packaging.

(d) Standard heat-sealing equipment for laminating the plastic.

(2) Packaging procedures.

(a) Cover the record card front and back with aluminum foil. This **will** lessen the possibility of sophisticated optical penetration.

(b) Place the aluminum-covered record card in the opaque envelope and seal the envelope. Enter on the face of the envelope the information specified in paragraph 92. These entries must be made in ink to lessen the possibility of alteration.

(c) Heat seal the envelope between two sheets of plastic laminating material. Where special imprinted laminating material is used, any scraps bearing the special imprint should be treated as classified waste.

94. Periodic Inspection and Superseded Combination.

a. The protective packaging described in this section provides an added degree of protection, but is not penetration proof. It is recommended, therefore, that the package be inspected monthly. This inspection should include a close visual examination of the entries on the face of the envelope to ensure that they are authentic, and an inspection of all plastic surfaces, including the four edges of the package. This may reveal actual or attempted penetration of the protective packaging.

b. When a protectively packaged combination has been superseded, the package will be opened and inspected on the inside. This is accomplished by making two diagonal cuts, forming an "X" from corner to corner, through the plastic and front of the envelope with an **X-Acto** knife or similar cutting **tool**. This allows the package to be opened completely, exposing all **inside** surfaces for inspection. If a penetration of the package occurred, **it** will be revealed under close inspection at this time.

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